KCJIS NEWS

REPORTING SUMMONS/NOTICE TO APPEAR INFO TO KBI
KRISTI CARTER, CRIMINAL HISTORY RECORDS MANAGER KBI

K.S.A. 12-4517 requires fingerprints to be submitted to the KBI Central Repository for summons/notices to appear upon conviction of class A and B misdemeanors and class C assault. This includes violations of a city or county ordinance equivalent to a class A or B misdemeanor or class C Assault. It is preferred that the disposition information is submitted on the fingerprint card itself. However, KBI will accept a completed KADR attached to the fingerprint card. It is imperative that the fingerprint card is fully completed. The following disposition information is also required: Disposing Court ORI, Court Case Number, Court Disposition Date, Charges and Counts, Disposition Code, and Sentencing Information. If the offender is fingerprinted upon first appearance and the case continues please submit the fingerprint card at that time followed by a paper or electronic KADR upon conclusion of the case. If you have questions or concerns about reporting summons/notice to appear please contact me at (785) 296-8272 or at Kristi.Carter@kbi.state.ks.us.

INSIDE THIS ISSUE

KIBRS GATEWAY UPDATE
CONNIE MOLINA, PROGRAM CONSULTANT I KBI

The KIBRS gateway will be updated on September 1, 2017 with the latest statute file. We ask that your agency connect to the KBI with an "empty" gateway on your end in order to successfully update. This means that your agency should submit all KIBRS data that you have imported into your local gateway prior to August 30, 2017 and reconnect to KBI by 9:00 a.m. on Thursday, August 31st.
The KIBRS Gateway will be off-line between 2:00 P.M. Thursday, August 31st, and approximately 2:00 P.M. on Friday, September 1st to allow for the monthly FBI submission and the scheduled update. Reconnecting your Gateway after 2:00 P.M. on Friday, September 1st, should automatically update your Gateway to the new version. If this fails to occur automatically or you have any additional questions regarding this process please contact the Incident Based Reporting Section at (785) 296-8279 or (785) 296-4373, or the KBI Help Desk at (785) 296-8262.

2017 LEGISLATIVE SESSION
ED KLUMPP, KCJIS COMMITTEE KACP REPRESENTATIVE

The 2017 legislative session is finally over and there are a handful of bills related to KCJIS that became law. Most are of particular interest to those handling law enforcement dispatching and records. There are the usual additions of specialty vehicle license plates and the annual review of open records exceptions. There is also a new provision allowing persons with autism disorders to have that information placed on both their driver's license and vehicle registration information. This is important information to see and relay to officers. There is a document summarizing these changes at either of the links below.

There are also changes of interest to the courts and prosecutors. Changes were made for expungements for mistaken identity cases, human trafficking cases, and certain DUI cases. There are also some changes in warrant disclosures.

You can find a document summarizing these and other KCJIS related changes at http://www.kslawenforcementinfo.com/kcjis.html. More complete reports are available at http://www.kslawenforcementinfo.com/2017-session.html.

KIBRS REPORTING DEADLINES FOR REMAINING 2016-2017 REPORTS
MITCH BEEMER, INCIDENT BASED REPORTING MANAGER KBI

The Incident Based Reporting (IBR) Section at the Kansas Bureau of Investigation (KBI) would like to remind all local law enforcement agencies of all upcoming deadlines in 2017. The IBR Section does not guarantee inclusion in state and federal publications if your agency does not submit the required reports by the deadline.

October 16, 2017: Third Quarter deadline. Submit January - September 2017 reports to the KBI headquarters.

January 15, 2018: Fourth Quarter deadline. Submit January - December 2017 reports to the KBI headquarters.

February 22, 2018: Deadline to submit all 2017 Kansas Standard Offense and Arrest Reports to the KBI. This is the final deadline for submission of all 2016 reports. Data submitted by this deadline will be included in the FBI Crime in the United States publication and other annual statistic reports.

The Law Enforcement Officers Killed and Assault (LEOKA) reports, Supplemental Homicide Reports and the Zero Reports, are due by the 15th of the following month. Example: If an agency is sending data for the month of November, they should submit the November reports by December 15th. If the 15th falls on a weekend or holiday, the deadline is extended to the next business day.

KCJIS CONFERENCE 2017
LESLIE MOORE, KCJIS CHAIRMAN KBI

The 2017 KCJIS Conference was held at the Ramada Inn in Topeka, Kansas. There was a great turnout this year with 221 attendees. Among the many speakers were Joe Norwood, Secretary of Corrections; Bryan Gortmaker, Director of South Dakota Division of Criminal Investigation; and Joy Colmar, from Kansas City, Missouri Police Department.

Presentations from the conference can be found on the Kansas Highway Patrol (KHP) CJIS Launch Pad in the CJIS Training tab and on the KCJIS Web Portal in the Information tab.

This year a new smart phone application (app) was available to attendees that provided many options. Those options included creating a personalized agenda, rating speakers, uploading photos, and obtaining information about the conference sponsors. The app was downloaded by 109 attendees. Those attendees used the app an amazing 3,854 times during the conference! Some of the photos uploaded to the app are below.

Next year's conference will be in Wichita June 3rd– 5th. More information will be provided in a future newsletter.

A special Thank You to the sponsors to this year's conference:

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KCJIS CONFERENCE 2017, CONTINUED
LESLIE MOORE, KCJIS CHAIRMAN KBI

KIBRS REPORTING — BURGLARY TO MOTOR VEHICLE AND CRIMINAL USE OF FINANCIAL CARD
BROOKLYNN BRECKENRIDGE, PROGRAM CONSULTANT I KBI
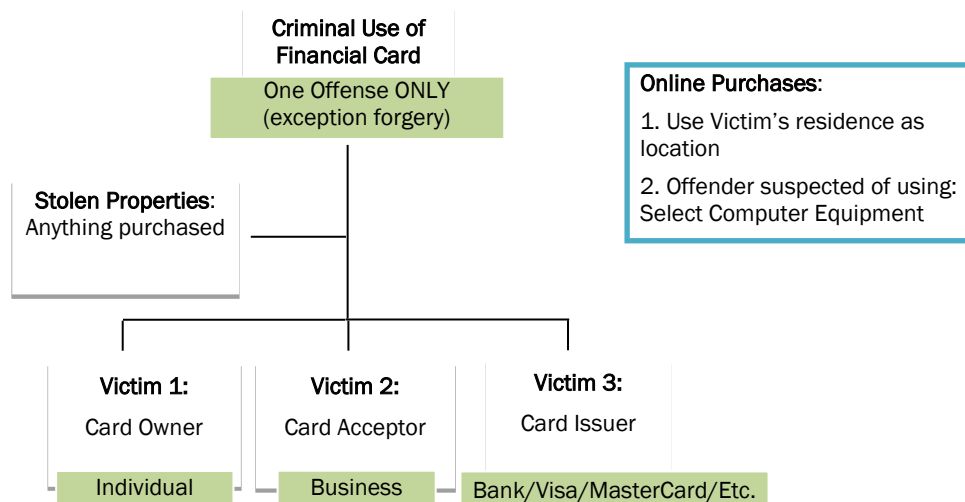
<u>Burglary to a Motor Vehicle</u>

Burglary to a motor vehicle is a state-specific statute which has previously caused confusion when reporting to the Federal Bureau of Investigation (FBI) as they only recognize theft from motor vehicle. We have recently made revisions to our system so that the statute for burglary to a motor vehicle will now be accepted and successfully validated. This will go into effect in the next Gateway update. Although burglary to a motor vehicle can now be reported as so, please ensure the correct statute and sub-sections are being used.

Unlike a burglary to a dwelling, if you have a burglary to a motor vehicle where no property was taken, please mark that offense as attempted. When reporting a completed burglary to a motor vehicle to the FBI, it is classified as a completed theft offense which requires associated property. Additionally, the type of theft should be marked as "F" Theft From Motor Vehicle when using the Burglary to a Motor Vehicle statute and subsections.

<u>Criminal Use of Financial Card</u>

We have had many questions regarding the reporting of criminal use of financial card. To provide some clarity and guidance, below are some tips for reporting criminal use of financial card.

- The physical theft of the card and the use of the card should be TWO separate reports. It would be a very rare occasion that the card would be stolen at the same time it is being used. Please keep in mind the rule of time and place to ensure the correct number of incidents are reported.

- The ONLY other offense that can be listed with criminal use of financial card is forgery. This occurs when someone has to sign for the stolen card they are using, making the amount of time between incidents insignificant.

- Please make sure to list the property purchased with the card in the property section as (7) stolen.

Criminal Use of Financial Card

One Offense ONLY (exception forgery)

Stolen Properties: Anything purchased

Online Purchases:
1. Use Victim's residence as location
2. Offender suspected of using: Select Computer Equipment

Victim 1: Card Owner — Individual

Victim 2: Card Acceptor — Business

Victim 3: Card Issuer — Bank/Visa/MasterCard/Etc.

KBI STATUTE FILE RELEASE
JESSICA CROWDER, PROGRAM CONSULTANT I KBI

The latest statute file release was disseminated on Tuesday, July 18th. If you had any trouble opening the files or are not currently receiving them but would like to, please contact me and I will be happy to assist. Additionally, if you ever have any questions regarding the statute file or think there may be an error, you may reach me at Jessica.Crowder@kbi.state.ks.us or (785) 296-8338.

KIBRS NEEDS ASSESSMENT UPDATE
TONI ROBERTS, IT PROJECT ANALYST KBI

The KBI wanted to inform everyone of a few updates regarding the development of the new Kansas Incident Based Reporting System (KIBRS). Late in 2016, information was gathered from meetings with state and local law enforcement along with other users of the KIBRS. This information helped establish requirements of the new KIBRS system followed by the final approval in February 2017. Work continued with the KBI project team in partnership with Analyst International Corporation (AIC) to jointly work through the requirements while developing a draft high level design in April 2017. After the high level design was reviewed, a final version was approved in late June. In the next few months, the team will be reviewing the steps necessary to move forward with the project, so please stay tuned!

NEWS FROM THE KBI HELP DESK
JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI
JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

Did You Know?

Have you ever been pulled away from the terminal in the middle of filling out a record entry form? Are there certain individuals or cars for which you fill out the same missing person or stolen vehicle report every few weeks? Well, you can save a partially completed form as a draft or template. Both draft messages and message templates are saved in your drafts folder, and both may be double clicked to re-open them in the original form. When you submit a draft message, the draft is removed from your drafts folder; however, when you submit a message template, the template remains in your drafts folder so that you can use it again.

As an example, suppose Jane Smith seems to run away from home every couple weeks and you are tired of having to constantly enter the same missing persons report week after week. You can fill out all the fields in the form and save the form as a message template. **Note:** The "Last Contact Date" and "Agency Case #" fields have been left blank.

NEWS FROM THE KBI HELP DESK, CONTINUED
JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI
JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

Now, you can click on the icon in the upper left hand corner of the form and choose the "Save Draft/Template" item.

EM - NCIC Enter Missing Person	
Restore	Ctrl-F5
Minimize	Ctrl-F2
Maximize	Ctrl-F3
Print	Ctrl-P
Close	Ctrl-F4
Close All	Ctrl+Shift-F4
Close Others	
Refresh	
Reset Form Size (Pack)	
Submit	Ctrl-Enter
Save Draft/Template	Ctrl-D
Clear	Ctrl-R
Store Form Fields	Ctrl-S
Get Form Fields	Ctrl-G
Add to Favorites	
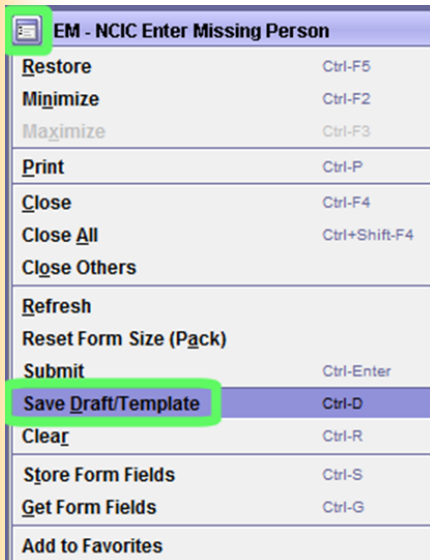
Messenger presents you with a popup box that you can use to change the message summary and choose whether you want to save the form as a draft message or a message template.

Draft Message Subject

Please enter a subject for this message and then choose to save it as either a draft or template.

EMJ: NAM=SMITH, JANE SEX=F

[Save Draft] [Save Template] [Cancel]
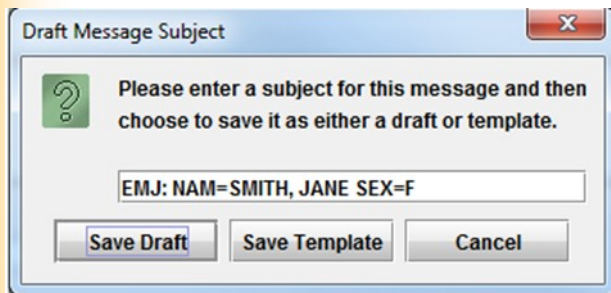
You can choose to leave this text unchanged or change it to anything that you want. For the example, the summary has been changed to "Frequent Smith Runaway," and you would click the "Save Template" button.

Draft Message Subject

Please enter a subject for this message and then choose to save it as either a draft or template.

Frequent Smith Runaway

[Save Draft] [Save Template] [Cancel]

NEWS FROM THE KBI HELP DESK, CONTINUED
JAVIER BARAJAS, NETWORK CONTROL TECHNICIAN III KBI
JEFFREY DOWNING, NETWORK CONTROL TECHNICIAN III KBI

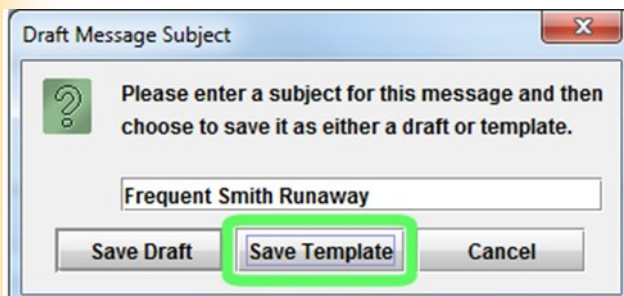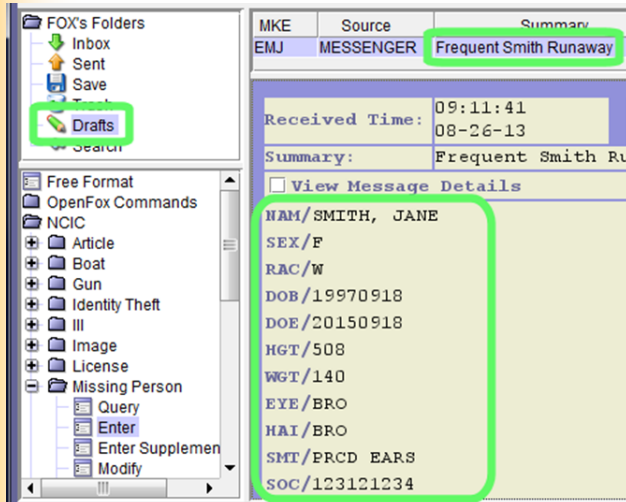After dismissing the popup box, Messenger has saved the form and created a new message template in your drafts folder. Viewing the draft message shows the "Frequent Smith Runaway" summary text and all the information saved from the form. Double clicking on the message template opens the form and populates the saved data.

KCJIS KS User Groups

At the NE region meeting in July, the group received information on the RAPID project from KBI CIO Joe Mandala. This was in response to an inquiry about DUI information. The next meeting in NE KS will be on September 7th, starting at noon at the KBI HQ.

The SE region had our first official meeting on July 21st at the Independence Municipal Court. KBI provided an update on KS Warrant Conversion to NCIC and an overview of new KACIS. Our next meeting is TBA.

SSAP Sun Setting

If your agency has State Switch Access Protocol (SSAP) servers and/or SSAP stations (CAD, MDT or RMS) connections to the Central Message Switch (CMS) time is running out. Effective July 1st, 2018, support for legacy SSAP protocol will be dropped. Any SSAP servers and stations will be disconnected from the CMS. If you wish to continue your connection through the CMS, you will need to update your server and stations to the new Kansas Switch Interface Protocol (KSIP) before July 1st, 2018.

Part of the conversion to KSIP will require certification through the KBI Help Desk. Please review the Interface Developer Packet 1.1 on the KCJIS Web Portal, specifically section IV - Procedure and Action Steps.   The process to convert to the new KSIP Protocol can take 2 weeks to 2 months depending on the knowledge of your vendor and testing. You are encouraged to schedule certification times with the KBI Help Desk in advance to ensure timely certification and review of your submitted data.

 A complete list of documents to provide to your vendor is as follows:

- ✓ Interface Developer 1.1
- ✓ Kansas Message Key Book 6.1
- ✓ KBI Vehicle IEPD_1.2
- ✓ KBI_DL_IEPD_1.0.9
- ✓ KCJIS Central Message Switch Developer Guide 1.1
- ✓ NLETS NIEM 4.1 Schema
- ✓ OFML Interface Specification 2.0
- ✓ OpenFox Foxtalk Specification 1.1

Please coordinate with your vendor and provide them the necessary documents to convert your SSAP server to KSIP. If you have any questions, feel free to contact the KBI Help Desk at (785) 296-8262.

KBI ENCOURAGES AGENICES TO TRANSITION TO ELECTRONIC SUBMISSION OF DATA PRIOR TO COMPLETION OF KIBRS
MITCH BEEMER, INCIDENT BASED REPORTING UNIT MANAGER KBI

Less than 22% of Kansas Law Enforcement Agencies (LEA) are submitting their data to the KIBRS system electronically. Submitting electronically allows the local LEA to eliminate the need to mail the reports to the KBI, and reduces the labor intensive process of keying these reports into KIBRS. (A process of keying reports often for a second time if the LEA has already keyed the reports into their local Records Management System or KLER.)

As part of preparation for the transition to a new KIBRS, the KBI is encouraging agencies to consider transitioning to sending data electronically. The KBI believes that depending on the agency's current Record Management System (RMS), transitioning to electronic submission prior to the implementation of a new system will provide for a smoother transition. The KBI is not recommending that agencies who don't currently have an RMS or an RMS capable of submitting electronically to KIBRS, allocate resources to do so. Instead, the KBI is encouraging agencies who already have an RMS system capable of submitting to the KBI, to consider sending data electronically. Or, for those agencies to take a second look at sending electronically if an agency has considered it in the past but was discouraged due to the previously daunting process. The process for verifying an agency's ability to submit data electronically has been made much easier to help ensure more agencies can complete the process and begin submitting electronically prior to the implementation of a new KIBRS system.

As a step toward making the certification process easier, the KBI has begun certifying RMS vendor products to submit reports to the KBI electronically. The certification will ensure that the RMS is capable of submitting reports into the Gateway with an error rate of less than 4%. Once the RMS has demonstrated this level of accuracy, the RMS will be certified. A complete list of the certified RMS products and versions can be located on the KCJIS web portal. If the vendor has multiple versions of an RMS then each version will have to go through the certification process. Agencies using a certified RMS can submit electronically without going through the certification process themselves as an agency.

If your agency has any questions about NIBRS reporting, OR if your agency has an interest in submitting electronically, please contact the KBI Incident Based Reporting unit at (785) 296-4373.

The KCJIS Newsletter is published in cooperation of the Kansas Criminal Justice Coordinating Council and KCJIS Committee

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